

横須賀基地空席広報

VACANCY ANNOUNCEMENT

| | |
|----------------------------|--------------|
| 広報番号 : Announcement No. | SPAWAR-01-06 |
| 募集締切日: Closing Date | 15 Aug 06 |
| 発行日: Date of Issue | 2 Aug 06 |

| | | | |
|---|--|---|---|
| 1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>3</u>) General Supply Specialist #378 (一般補給品専門職) 受諾可能な下位等級 Acceptable trainee level: 1-4 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical | | 募集人数 No. of Recruitment 1 名 | 4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant |
| 2.部隊 Activity U.S. Space and Naval Warfare Systems Facility Pacific, Yokosuka, Japan Technical Services Branch Material Section 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka | | 5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ヵ月 Months) | |
| 3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Monday thru Friday 勤務時間・休憩 Work Hours/Recess Period: 07:30-16:15/11:30-12:15 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel | | | |
| 6.職務内容 Duties 1. Maintains accurate procurement status by checking communications, interrogating through a computer terminal. 2. Initiates adequate supply actions including local procurement through close coordination with FISC, contractors and project engineers. 3. Determines procurement priorities and identifies proper supply data by searching through catalogs, allowance parts lists, etc. 4. Types material requisitions, work requests, reports, letters, etc. 5. Prepares shipping documents and maintains status records. 6. Operates on-line computer terminal to input procurement requisitions for FISC stocked items. 7. Answers personnel and telephone inquiries about supplies. 8. Performs other related duties as assigned. | | | |
| 7.資格要件/身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. b. Knowledge of standard stock system and procurement procedures. c. Knowledge of supply items required by shore electronics installations and facilities. d. Skill in operating personal computer hardware and software such as Microsoft Word, Excel and Access. e. Ability to type with accuracy and satisfactory speed. f. Ability to speak, read and write English at fluent proficiency level (LAD-3). *An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 1-4: a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. *A handicapped applicant may be accepted, depending on the degree and kind of disability. | | | |
| 英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional | | | |
| 学歴 Educational Background : N/A | | 免許証/修了証 License/Certificate Required : N/A | |

8.提出するもの Application and Associated Documents

職務状況
Working Condition

| | |
|---|--|
| <p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p> <p><input type="checkbox"/> 外部応募者でハローワークからの紹介者は、ハローワーク紹介状 For applicant referred from Hello Work, "Hello Work Referral Card"</p> | <p>Work is primarily in an office setting and some times at warehouse.</p> |
|---|--|

9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement:

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)
*部隊担当者名 Office/POC:SPAWARSYSFAC PAC Yokosuka JA/Ms. Wanda Nishida , 軍電 (DSN) 243-5343 .

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays)
*雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

事務処理欄 For Official Use

| | | |
|--------------------------|---|--------------------|
| PD No.: SPAWAR-2553M-003 | PD is accurate and current. Certified by Activity: WN | HRO: AH 8/1 ah 8/2 |
|--------------------------|---|--------------------|

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.